

Correction 横須賀基地空席広報

VACANCY ANNOUNCEMENT

Complete "Resume of Specialized Work Experience" in either Japanese or English.
 専門職務経歴書の記入は日英どちらでもよくなりました。

広報番号 : Announcement No.	CNFJ-N01FH-J18Y-03 (C)
募集締切日: Closing Date	3 Jul 03
発行日: Date of Issue	25 Jun 03

1.職種名 Job title (等級 Grade <u>5</u> / 語学等級 LAD <u>1</u>) Warehouseman-Deliveryman #2404 倉庫係 - 配送係 <input type="checkbox"/> 事務系 Administrative <input checked="" type="checkbox"/> 技能系 Blue Collar Trade <input type="checkbox"/> 保安系 Security <input type="checkbox"/> 医療系 Medical		募集人数 No. of Recruitment 1 名	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity COMNAVFORJAPAN Regional Housing Department, Yokosuka Housing Welcome Center Yokosuka Facilities Management Branch, Warehouse Section 勤務場所 Working Place:横須賀市 泊町 Tomari-cho, Yokosuka		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (__ ヵ月 Months)	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) <input checked="" type="checkbox"/> 規則 Regular <input type="checkbox"/> 不規則 Irregular 勤務日 Work Days: Monday - Friday 勤務時間・休憩 Work Hours/Recess Period: 0800 - 1645 (1200-1245) <input type="checkbox"/> 夜勤 Night Shift <input type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties Performs duties involved in the physical receipt, storage, and delivery of supply items. Receives property and checks items against document for quantity, nomenclature and condition. Periodically examines stock in storage for necessary technical order compliance, list these items and forwards to organizations handling the repair and modification of items. Enforces safety procedures in storage area. Makes physical count of items and consolidates inventory report. By operating automotive vehicles such as van, pick-up, and panel trucks under 4-ton capacity for minimum of 25% of his scheduled work hours, transports items from warehouses or storage areas to using customers or from the using customers to warehouses or storage areas. Loads, unloads, or assists in loading and unloading, checking received or delivered items against accompanying documents to insure the correctness of received and delivered. As indicated. Ensures that cargo is properly placed and secured and load capacity is not exceeded. Performs operators maintenance such as replenishing fuel, oil, grease, water, air and battery fluids as required; cleans inside and outside of vehicles. Performs other related duties as assigned.			
7.資格要件/身体条件 Qualification/Physical Requirements a. Two years of specialized experience in the same line of work. b. Knowledge of customer service concepts and practice. c. Skill in operating an ordinary vehicle. d. Ability to lift 70 pounds continuously. e. Ability to speak, read and write English at elementary proficiency level (LAD-1) *Handicapped applicants may be accepted, depending upon the degree and kind of disability			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input checked="" type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : N/A		免許証/修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8	

8.提出するもの Application and Associated Documents		職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnfj.navy.mil * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) http://hro.cnfj.navy.mil *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input type="checkbox"/> 英語で English <input checked="" type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> 普通自動車運転免許証の写し Copy of Driver's License <input checked="" type="checkbox"/> 80円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and an 80-yen stamp (MPS is not accepted.)		
問い合わせ先 for Job Inquiries ・ 担当部署/担当者名 POC Yokosuka Welcome Center, Housing Admin Office (C-N01FH) Ms. Rachel Klinefelter ☎046-821-1911 (Extension/内線) 243-7242	提出先 Office to Submit 〒238-0015 神奈川県横須賀市泊町1番地 1 banchi Tomari-cho, Yokosuka 米海軍横須賀基地統合人事部雇用課 (HRO) COMNAVFJORJAPAN, Human Resources Office Yokosuka (HRO), MLC/IHA Employment Office (Code 511A) ☎046-821-1911 (内線/Extension) 243-8153	事務処理欄 For Official Use PD No.: CNFJ-162Y-004 PD is accurate and current. Certified by Activity: HRO: at 6/25 AH 6/25 ey

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed.

提出された応募書類はお返ししません Submitted applications will not be returned.